

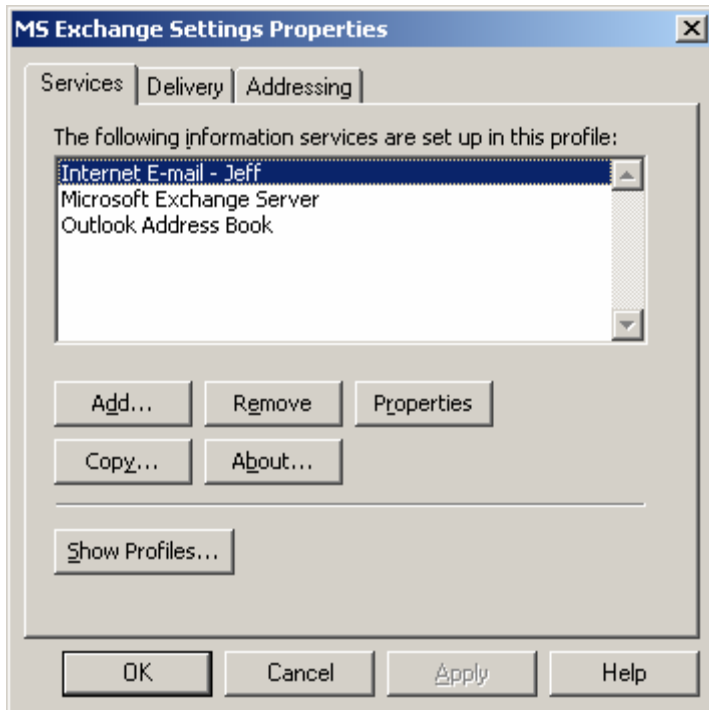
Outlook 2000

POP3 Reply from Instructions

Step1. Access mail settings
Start>Settings>Control Panel>Mail

The following dialog box appears

Select your POP3 (internet E-mail) account and click properties.



Step2. Change address

Change the 'E-mail address' and 'Reply address' fields to reflect the @**nd.gov** change. Then click Apply, OK, and OK. Restart Outlook Express and you will be updated for the conversion.

The screenshot shows the 'Jeff Properties' dialog box with the 'General' tab selected. The 'Mail Account' field contains 'Jeff'. Below it, a text box explains: 'Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".' The 'User Information' section contains the following fields:

- Name: Jeff Miller
- Organization: ITD
- E-mail address: jnmiller@nd.gov
- Reply address: jnmiller@nd.gov

The 'E-mail address' and 'Reply address' fields are circled in red. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.